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7 August 1953

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MEMORANDUM FOR:

SUBJECT : Report of Message Center Operations,
1 - 31 July 1953

1. Cables Processed

a. Tab A provides statistical data regarding cables processed during July 1953. Despite a very substantial reduction in non-CIA cables, the total volume of cables (both CIA and non-CIA) processed by the Cable Secretariat increased 421 cables (2%) over the volume processed during June. Incoming CIA traffic increased by 1,067 cables while outgoing CIA traffic decreased by 48 cables, yielding a net increase of 1,019 CIA cables (9.1%). Tab B provides a comparison between the months of June and July for each category of cables handled.

b. The volume of cables distributed to the Director during July almost exactly equalled, both in number of cables and in percentage, the volume distributed to him during June. This continued high volume can be accounted for by the large number of cables in July concerning the situation in Iran.

c. Tab C provides statistics regarding cables processed during each month of our first year of operation (August 1952 through July 1953).

d. Tab D is a comprehensive tabulation of statistics pertaining to traffic handled during the first fifteen days of June. The following elements are included in the tabulation:

(1) Percentile statistics separating traffic into the three categories of operational, administrative, and intelligence. Intelligence cables comprise only 7.2% of the incoming traffic. Of the remainder of the traffic, roughly two-thirds is operational, and one-third administrative.

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(2) Percentile statistics on traffic exchanged with the overseas geographic areas represented by the various Foreign Area Divisions. Total traffic with the various areas is: EE - 25.5%, FE - 34.6%, NE - 11.8%, SE - 6.2%, WE - 16.0%, and WH - 5.7%.

(3) Percentile statistics showing assignment of action on incoming cables and confirmation on outgoing cables by organizational component.

Similar statistics are being kept on a continuing and current basis except that information addressees are not included. The effort expended in compiling the comprehensive statistics for the first fifteen days of June was such that it was not possible to complete the July study in time for including in this report. Figures for July and August will be included in the report for August.

2. Department of State Cables

During the period 30 June to 10 July I was on detail to State Department with the dual mission of assisting State Department to improve the Executive Secretariat Mailroom procedures and to attempt to improve the distribution to CIA of State Department cables.

As a by-product of my working with State Department, it came to my attention that FI/RQM had a direct channel to State Department for certain cables, and that this channel was putting approximately 1,000 cables a month into the DD/P complex which were not going through my office at all. Accordingly, I proposed that there be but one channel by which State furnished cables to CIA and that the distribution of non-CIA cables be accomplished by one office in contrast to the present practice wherein three offices were doing the job. Following discussions with Messrs.

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it was determined that DD/P was unwilling to make known to OCD its requirements in sufficient detail to permit OCD to effect distribution of non-CIA cables to the division level in DD/P, and that DD/P was unwilling to lose its direct channel to State Department since there would of necessity be additional delay in getting the cables to the appropriate points in DD/P if the cables were to be

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processed through OCD. While DD/P was willing to relinquish its separate channel if the Cable Secretariat were to distribute all non-CIA cables, OCD was unwilling to pass this function to the Cable Secretariat since to do so would be to deviate from its mission which is to collect and disseminate intelligence documents. A compromise was reached to the extent that OCD will in the future distribute direct to FI/RQM those cables which it has previously distributed to the Cable Secretariat. FI/RQM will then effect the necessary distribution and the Cable Secretariat will be out of the picture entirely, insofar as distribution of non-CIA cables is concerned. The details pertaining to the transfer are being worked out now. I am pressing to have the transfer completed prior to my leaving for Fort Leavenworth.

With reference to the one channel problem, I understand that State will formally request CIA to establish a single channel.

I checked and could find no record of any agreement whereby CIA had been authorized by State Department to reproduce cables on which a restriction against reproducing was clearly shown on each cable. I felt that to continue to reproduce such cables could impair our relationships with State Department and I have therefore discontinued the practice.

3. Personnel

a. We have received no further word on the status of the transfer of our people to the jurisdiction of the DD/A career service board.

b. The Communications Career Service Board has advised me that the promotion of [redacted] from GS-9 to GS-11 has been released to the Personnel Office for action. The effective date is to be 2 August. Six additional promotions for junior members of the Cable Secretariat were effected during the months. This tangible recognition of performance has done much to raise morale which I am pleased to report is again excellent.

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c. 31 July 1953 marked the end of the first year of operation of the Cable Secretariat. Our progress in acquiring an adequate staff may be summarized thus:

Original staff as of 1 August 1952
 Original staff lost by resignation or transfer
 Original staff remaining
 New, untrained persons acquired during the year
 Newly acquired persons lost by resignation or transfer
 Net personnel gain during the year
 Staff as of 31 July 1953

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Renewed and intensive negotiations with [redacted] in the Personnel Office have resulted in much improved prospects for filling our T/O. Against 12 clerical and typist vacancies, we have approximately 24 applicants in various stages of processing. We have been assured that two persons will enter on duty during the first week of August, and several others are considered to be only a few weeks away from full security clearances. In addition to multiple assignment of applicants to our vacant slots, the Personnel Office has established priorities with the Security Office for those applicants assigned to the Cable Secretariat. We hope that this will lessen the time required for completing security checks (now about four months). Inevitably, single women will marry, and married women will become pregnant! We will lose two more of our typists on 14 August. However, our position appears better than at any time during the last year since we will gain the services of several clerical personnel as a result of discontinuing reproduction of non-CIA cables.

d. For your information, a copy of my orders sending me to Fort Leavenworth is attached.

/S/
 [redacted]

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Cable Secretary

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